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**Operations**

**STATUS OF RESOURCES AND TRAINING  
SYSTEM (SORTS)**

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This instruction establishes guidance, responsibilities, and procedures for all units responsible for status of resources and training system (SORTS) reporting. It applies to all units and agencies that submit SORTS, or are directly responsible to supply SORTS data to individual agencies.

**SUMMARY OF REVISIONS**

This revision incorporates the following changes. SORTS error notification message correction time; Dyna-metric microcomputer analysis system (DMAS) capability assessments and mobility readiness spares package/in-place readiness spares package (MRSP/IRSP) percentages; and personnel readiness unit worksheet verification. Adds **Attachment 2** for an example training outline for SORTS monitors. New or revised material is indicated by a bar ( | ).

**1. General Information.** To be cognizant of assigned unit's resources and training status, designated individuals should review database retrievals provided by the 374th Airlift Wing Reports/SORTS (374 AW/CPR).

**2. References.** The sources governing this instruction and SORTS reporting are JCS Pub 1-03.3, *Joint Reporting Structure Status of Resources and Training System (SORTS)*, AFI 10-201 *Status of Resources and Training System*, and AFI 10-201/PACAFSUP1, *Status of Resources and Training System (SORTS)*.

**3. Responsibilities:**

3.1. The 374 AW Commander (374 AW/CC) or appropriate authority will:

3.1.1. Ensure at least two SORTS managers are appointed from 374 AW/CPR and not placed on mobility positions to ensure continuity of reporting during peacetime and contingencies (i.e., deployments, leave, temporary duty [TDY], or permanent change of station [PCS]).

3.1.2. Ensure the two appointed individuals are trained in the responsibilities of being a 374 AW SORTS manager to provide continuity within the SORTS program. (Managers should have at least 12 months retainability.)

3.1.3. Ensure unit commanders attend wing SORTS manager's annual training.

3.1.4. Ensure that all newly assigned unit commanders receive SORTS indoctrination training upon inprocessing to the wing.

3.1.5. Ensure the 374 AW Logistics Plans Flight (374 AW/XPL) provides an accurate printout of each unit type code (UTC) tasking to each squadron having mobility or combined mobility/generation DOC statement.

3.2. 374 AW/CPR will:

3.2.1. Conduct quarterly SORTS training for 374 AW SORTS reporting unit monitors to address the general responsibilities and procedures encompassing SORTS reporting, to include newly established reporting guidance. In addition to the pre-scheduled quarterly and annual training for units and unit commanders, the 374 AW/CPR will provide training to individual units and commanders upon request. The 374 AW/CPR will train all newly appointed unit SORTS monitors within 60 days. The wing SORTS managers must keep all training documentation on file.

3.2.2. Conduct annual wing, group, and squadron commander SORTS training classes. The classes will be on a required basis. All new commanders will receive training from the wing SORTS managers upon inprocessing to the wing. The wing SORTS managers will keep training documentation on file.

3.2.3. Maintain a SORTS continuity folder on each reporting unit containing the current master copy of the unit's designed operational capability (DOC) statement, current SORTS report worksheets, miscellaneous message traffic/guidance pertaining to the unit's SORTS reporting, unit SORTS monitor appointment letter, and last two staff assistance visit (SAV) results.

3.2.4. Provide a schedule of monthly appointments for units to deliver their SORTS report and associated documents. The scheduled "show times" will allow adequate time to address accuracy of the report as well as issues affecting the units reporting. The SORTS report will be processed while the unit monitor is in the command post. A copy of the Air Forces SORTS Data Entry Tool (AFSORTSDet) (EZ Read) and Chairman, Joint Chiefs of Staff (CJCS) Database Retrieval will be provided to the unit monitor within 24 hours transmission, or upon request. The 374 AW/CPR managers will correct any errors found by the unit monitor within 24 hours.

3.2.5. Maintain positive control of the most recent original worksheets for each unit reported in the wing's SORTS database until such time as the material is properly destroyed.

3.2.6. Brief the 374 AW/CC or designated alternate on the wing's monthly SORTS reports or any out-of-cycle report(s) prior to transmission to higher headquarters (HHQ).

3.2.7. Transmit the wing's SORTS report to HHQ by the last duty day of the month or within 24 hours of a change in readiness. The report will be transmitted via the primary medium of the global command and control system (GCCS). In the event GCCS is unavailable, backup methods of automatic digital network (AUTODIN) transmission or STU-III secure voice or fax updates will be employed.

3.2.8. Ensure all error notification messages are corrected within 24 hours after receipt.

3.2.9. Conduct a SAV on each reporting unit semi-annually and as required. The last two SAV reports and any corrective action memos applicable to those SAV reports will be maintained on file in unit SORTS folders.

3.3. 374th Logistics Group Commander (374 LG/CC) will:

3.3.1. Ensure that 374 LG squadron commanders have appropriately assessed the overall C-level for their squadron, and when changing the overall C-level, provide a clear and concise reason remark explaining why the assessment was made.

3.3.2. Ensure the 374th Supply Squadron Readiness (374 SUPS/LGSPR) provides the 36th Airlift Squadron (36 AS) and 459th Airlift Squadron (459 AS) accurate DMAS capability assessments and MRSP/IRSP percentages. The capability assessment will include sorties versus aircraft availability, full mission capable rate, and list problem parts. MRSP/IRSP percentages of on-hand assets will be provided by dividing on-hand robusted (XD) MRSP/IRSP assets by (XD) authorization.

3.3.3. Ensure any 374 LG SORTS deficiency is clearly identified, and the projected improvement dates are accurate and realistic. If an item(s) will limit or delay unit operations, it should be reported listing national stock number (NSN), nomenclature, and quantity required.

3.3.4. Ensure that appointed unit SORTS monitors are not assigned to mobility positions to ensure continuity of reporting during peacetime and contingencies (i.e., deployments, leave, TDY, or PCS).

3.3.5. Ensure that 374 LG squadron commanders review unit DOC statements annually or upon a change in command.

3.3.6. Ensure that 374 LG squadron commander's review, sign, and date unit database retrievals monthly, upon receipt.

3.4. 374th Operations Group Commander (374 OG/CC) will:

3.4.1. Ensure that 374 OG squadron commanders have appropriately assessed the overall C-level for their squadron, and when changing the overall C-level, provide a clear and concise reason remark explaining why the assessment was made.

3.4.2. Ensure the 374th Operations Support Squadron (374 OSS) provides accurate personnel availability data (leaves, TDY, duty not including flying [DNIF], etc.) to each aircraft squadron, who have personnel on loan to the 374 OG.

3.4.3. Ensure any 374 OG SORTS deficiency is clearly identified, and the projected improvement dates are accurate and realistic.

3.4.4. Ensure that appointed unit SORTS monitors are not assigned to mobility positions to ensure continuity of reporting during peacetime and contingencies (i.e., deployments, leave, TDY, or PCS).

3.4.5. Ensure that 374 OG squadron commanders review unit DOC statements annually or upon a change in command.

3.4.6. Ensure that 374 OG squadron commander's review, sign, and date monthly unit database retrievals upon receipt.

3.5. 374th Support Group Commander (374 SPTG/CC) will:

3.5.1. Ensure that 374 SPTG squadron commanders have appropriately assessed the overall C-level for their squadron, and when changing the overall C-level, provide a clear and concise reason remark explaining why the assessment was made.

3.5.2. Ensure any 374 SPTG SORTS deficiency is clearly identified, and the get-well dates are accurate and realistic.

3.5.3. Ensure that appointed unit SORTS monitors are not assigned to mobility positions to ensure continuity of reporting during peacetime and contingencies (i.e., deployments, leave, TDY, or PCS).

3.5.4. Ensure that 374 SPTG squadron commanders review unit DOC statements annually or upon a change in command.

3.5.5. Ensure that 374 SPTG squadron commander review, sign, and date monthly unit database retrievals upon receipt.

3.6. 374th Medical Group Commander (374 MDG/CC) will:

3.6.1. Assign the overall C-level for the medical group and, when changing the overall C-level, provide a clear and concise remark explaining why the assessment was made.

3.6.2. Ensure any 374 MDG SORTS deficiency is clearly identified, and the projected improvement dates are accurate and realistic.

3.6.3. Ensure that appointed unit SORTS monitors are not assigned to mobility positions to ensure continuity of reporting during peacetime and contingencies (i.e., deployments, leave, TDY, or PCS).

3.6.4. Ensure the responsibilities outlined in paragraph 3.7. are met.

3.7. Squadron commanders of reporting units will:

3.7.1. Review and sign DOC statement at least annually or whenever a change in command has occurred.

3.7.2. Ensure at least two unit SORTS monitors are trained on unit specific SORTS reporting requirements within 60 days of appointment. (Monitors should have at least 12 months retainability).

3.7.3. Ensure a unit level SORTS training program is established to ensure appointed monitors are adequately trained. The training program should address unit-unique reporting responsibilities and written procedures for gathering the SORTS data necessary to complete the unit's report.

3.7.4. Ensure the unit SORTS monitors maintain a SORTS continuity folder in accordance with (IAW) AFI 10-201/PACAFSUP1 and 374 AWI 10-201.

3.7.5. Ensure at least one appointed unit SORTS monitor is available at home station at all times to ensure continuity of reporting during peacetime and contingencies (i.e., deployments, leave, TDY, or PCS).

3.7.6. Ensure squadron personnel data is being reported accurately and timely to the unit SORTS monitor for inclusion in the SORTS report.

3.7.7. Review the SORTS report worksheets for accuracy. Sign the completed worksheets and ensure that submission to 374 AW/CPR is not later than (NLT) the time specified in the appointment letter provided by 374 AW/CPR.

3.7.8. Ensure unit SORTS reports are submitted within 24 hours of a change in readiness, or IAW monthly appointment letter.

3.7.9. Review, sign, and date the current copy of the commanders database retrieval to verify the accuracy of the units' SORTS database.

3.7.10. Ensure that a commander's assessment is used when the overall unit SORTS rating does not accurately represents the unit's wartime capabilities.

### 3.8. Unit monitors will:

3.8.1. Ensure an appointment letter is submitted to the subordinate reporting organization (SBRPT) annually or NLT 5-duty days after a change in personnel occur. Provide updated copies to the personnel readiness unit (PRU), and 374 AW Manpower Office (374 AW/MO).

3.8.2. Establish and document a SORTS training program to sufficiently train new unit SORTS monitors in gathering, preparing, validating, and submitting SORTS data to the SBRPT in a timely manner. It is highly recommended that unit SORTS monitors use [Attachment 2](#) as their training outline, modified as necessary. Training documentation will consist of a unit training outline, completed and signed by the trainer and trainee, and maintained in the unit's SORTS continuity binder. The Air Education and Training Command (AETC) Mobile Training Team (MTT) certificate and any other training documentation will accompany this outline.

3.8.3. Unless otherwise directed by the SBRPT, submit the unit's SORTS report monthly on the day and time provided by appointment letter or within 24 hours of a measured area level change, overall level change, slipped projected improvement date/get worse date (PID/GWD), or overall reason code change. This schedule is designed to provide optimum quality checks and reports processing prior to the unit monitor departs the command post.

<b><u>Group A:</u></b>	<b>374 CES –</b> 0900L	<b>374 CS –</b> 1000L	<b>374 MSS –</b> 1100L	<b>374 SPTG/SVS –</b> 1400L	<b>374 SFS –</b> 1500L	
<b><u>Group B:</u></b>	<b>624 ACF –</b> 0800L	<b>374 MDG –</b> 0900L	<b>DET 2 APS –</b> 1100L	<b>374 SUPS –</b> 1400L	<b>374 TRANS –</b> 1500L	
<b><u>Group C:</u></b>	<b>PACAF TALCE –</b> 0800 L	<b>30 AS –</b> 0900L	<b>36 AS –</b> 1000L	<b>374 AES –</b> 1100L	<b>374 OSS –</b> 1400L	<b>459 AS –</b> 1500L

3.8.4. Submit any out-of-cycle unit SORTS report to the SBRPT, NLT 24 hours after an overall C-level, measured area level, PID/GWD, overall reason code, measured area reason code changes, or when directed.

3.8.5. Pick up the current copy of the CJCS Database Retrieval and EZ Read from the SBRPT within 2-duty days after notification and have the unit commander review, initial, and date to verify accuracy of the units' SORTS database. The current, along with the previous month, unit commander signed and dated database retrieval will be maintained on file in the unit SORTS continuity folder.

3.8.6. Establish and maintain a SORTS continuity binder IAW AFI 10-201/PACAFSUP1 and 374 AWI 10-201.

3.8.6.1. Continuity binders must contain the following information and be arranged by tabs, i.e.,: **Tab 1** – unit's DOC statement(s), **Tab 2** – appointment letters for unit SORTS monitors, PRU, 374 AW/MO, 374 AW/CPR, and any other agencies involved in collection/validation of SORTS data (as applicable), **Tab 3** – results of the last two 374 AW/CPR conducted SAVs, **Tab 4** – unit training program, training outline completed for each monitor, sample worksheets with highlighted areas of how/where to get the report information and any other unit, wing, and HHQ training materials or documentation (i.e., quarterly training documentation), **Tab 5** – copy of the unit manpower document (UMD) or unit type code (UTC) extract used to determine total/critical personnel authorized and assigned, and a complete list of authorized vs on hand equipment, and any other supporting documentation to validate SORTS information (as applicable), **Tab 6** – a copy of the current unit SORTS report submitted to the SBRPT, **Tab 7** – a copy of the unit's last two CJCS Database Retrievals signed and dated by the unit commander, accompanied with the EZ Reads, **Tab 8** – HHQ and SBRPT guidance, letters, messages, etc., **Tab 9** – current AFI 10-201, AFI 10-201/PACAFSUP1, AWI 10-201, along with Interim Changes (IC), **Tab 10** – blank SORTS worksheets, applicable to the unit, along with step-by-step instructions to properly fill out, validate, process, and submit a SORTS report. Deviations from this content needs to be coordinated and approved by the 374 AW/CPR managers (some units may not physically be able to keep all documentation in one binder due to the amount of information and classification). In the event that information must be separated due to bulk of information and/or classification, it is highly recommended that unit training material, message guidance, miscellaneous data, and AFI 10-201, AFI 10-201/PACAFSUP1, AWI 10-201 is placed in an unclassified binder.

MARK E. STEARNS, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

**AETC**—Air Education and Training Command

**AFSORTSDET**—Air Forces SORTS Data Entry Tool

**AUTODIN**—Automatic Digital Network

**CADAT**—Forecast Date Of Change

**CARAT**—Forecast Change Rating

**CJCS**—Chairman, Joint Chiefs of Staff

**DMAS**—Dyna-METRIC Microcomputer Analysis System

**DNIF**—Duty Not Including Flying

**DOC**—Designed Operational Capability

**GWD**—Get Worse Date

**GCCS**—Global Command and Control System

**HHQ**—Higher Headquarters

**IAW**—In Accordance With

**IC**—Interim Change

**ID**—Identification

**IRSP**—In-Place Readiness Spares Package

**MRSP**—Mobility Readiness Spares Package

**MTT**—Mobile Training Team

**NLT**—Not Later Than

**NSN**—National Stock Number

**PCS**—Permanent Change of Station

**PERTP**—Total Personnel Percent

**PID**—Projected Improvement Date

**PRU**—Personnel Readiness Unit

**SAV**—Staff Assistance Visit

**SBRPT**—Subordinate Reporting Organization (374 AW Command Post)

**SORTS**—Status of Resources and Training System

**TDY**—Temporary Duty

**UMD**—Unit Manpower Document

**UTC**—Unit Type Code



**Attachment 2****EXAMPLE TRAINING OUTLINE**

**INTRODUCTION:** Air Force SORTS reporting is designed to provide a timely and accurate assessment of the status of resources required by a unit to accomplish its wartime mission. Units must strive to achieve prescribed levels of equipment and personnel and to maintain and train them in order to perform their wartime mission.

**CRITERION OBJECTIVE:** Develop an introductory level understanding of the SORTS.

**CONDITION(S):** AFI 10-201, AFI 10-201/PACAFSUP1, and 374 AWI 10-201.

**TYPE OF EVALUATION:** Oral examination, performance scenario, and/or a combination thereof.

**INSTRUCTIONAL METHODS:** Demonstration, performance, and lecture.

**SUBTASKS:****ST1: Classifying SORTS Data.****Date / Trainee / Trainer**

- |  |                       |
|--|-----------------------|
| ___ 1. Read AFI 10-201, paragraphs 1.4.1.2 and 1.4.3.                | _____ / _____ / _____ |
| ___ 2. Discuss and resolve any questions/concerns with your trainer. | _____ / _____ / _____ |
| ___ 3. Oral examination.                      Go/No GO               | _____ / _____ / _____ |

**ST 2: Understanding SORTS and its importance.**

- |  |                       |
|--|-----------------------|
| ___ 1. Review AFI 10-201, paragraphs 1.4 – 1.7.                      | _____ / _____ / _____ |
| ___ 2. Discuss and resolve any questions/concerns with your trainer. | _____ / _____ / _____ |
| ___ 3. Oral examination.                      Go/No GO               | _____ / _____ / _____ |

**ST 3 Understand assignment responsibilities of MAJCOM, subordinate reporting organizations and measured units.**

- |  |                                |
|--|--------------------------------|
| ___ 1. Read AFI 10-201, paragraph 3.9, to include the AFI 10-201/PACAFSUP1, paragraph 1.10.                      | _____ / _____ / _____          |
| ___ 2. Explain to your trainer the responsibilities of a subordinate reporting organization and a measured unit. | _____ / _____ / _____          |
| ___ 3. Discuss and resolve any questions/concerns with trainer.  | _____ / _____ / _____          |
| ___ 4. Oral examination.   | Go/No GO _____ / _____ / _____ |

**ST 4: Understand DOC Statements.**

- |  |                                 |
|--|---------------------------------|
| ___ 1. Read AFI 10-201, Chapter 2, to include the AFI 10-201/PACAFSUP1, Attachment 1.  | _____ / _____ / _____           |
| ___ 2. Explain to your trainer the purpose of a DOC statement.   | _____ / _____ / _____           |
| ___ 3. Explain to your trainer the reason for annual review of a DOC statement.  | _____ / _____ / _____           |
| ___ 4. Familiarize yourself with unit DOC statement; explain to your trainer what measured areas, specific fields, and additional criteria is reported through SORTS per your DOC statement. | _____ / _____ / _____           |
| ___ 5. Read AFI 10-201, paragraph 1.4 and A2.8 and discuss the classification of your DOC statement and why.   | _____ / _____ / _____           |
| ___ 6. Discuss and resolve any questions/concerns with trainer.  | _____ / _____ / _____           |
| ___ 7. Oral Examination.   | Go/ No Go _____ / _____ / _____ |

**ST 5: Understand C-levels, Remarks and Reason Codes.**

- |  |                       |
|--|-----------------------|
| ___ 1. Read AFI 10-201, Attachment 3, pages 181-191.                           | _____ / _____ / _____ |
| ___ 2. Report C-level changes within 24 hours.                                 | _____ / _____ / _____ |
| ___ 3. Discuss with your trainer when and why you submit out of cycle reports. | _____ / _____ / _____ |

\_\_\_4. Explain to your trainer what reasons other than C-level changes require a new/updated report.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_5. Explain to your trainer the 6 C-levels and what they mean.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_6. Explain to your trainer what reason codes are and when they are used.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_7. Explain to your trainer a few of the instances in which a narrative remark would be used.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_8. Explain to your trainer how in-depth narrative remarks should be.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_9. Explain/demonstrate to your trainer the proper use and proper format of a CADAT remark.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_10. Discuss and resolve any questions with your trainer.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_11. Oral examination . Go/ No Go

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

#### **ST6: Understand SORTS worksheets/instructions used to prepare the SORTS report.**

**Date / Trainee / Trainer**

\_\_\_1. Review requirements and local modifications for each applicable worksheet.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_2. Using your resources (i.e., UMD, desire list, UTC extract, DOC statement) or an example provided by your trainer, complete sample worksheets for your unit.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_3. Demonstrate to your trainer the proper format used to delete a field from your report and when it would be used.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_4. Demonstrate to your trainer the proper way to classify your SORTS worksheets.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_5. Explain/demonstrate to your trainer reasons for commander's assessments, and the proper way to format it on your SORTS worksheet.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_6. Explain/demonstrate to your trainer the difference between overall and critical personnel, and the proper way to calculate and fill out the personnel worksheet.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

- \_\_\_ 7. Explain/demonstrate to your trainer when a PERTP field/remark is required, and show the proper format and position on your worksheet. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- \_\_\_ 8. Explain to your trainer what signatures are required on the SORTS report. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- \_\_\_ 9. Explain to your trainer what names are required in the DOC ID, and who is authorized in the label. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- \_\_\_ 10. Explain/demonstrate to your trainer what the CARAT/CADAT field is and how it is reported on the overall worksheet. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- \_\_\_ 11. Discuss and resolve any questions /concerns with trainer. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- \_\_\_ 12. Oral examination. Go/No GO \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**ST7: Prepare a real SORTS report and perform a SORTS turn-in.**

**Date / Trainee / Trainer**

- \_\_\_ 1. Under the supervision of your trainer, prepare an actual SORTS report for turn-in. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- \_\_\_ 2. Under the supervision of your trainer, perform group/squadron commander SORTS brief. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- \_\_\_ 3. Under the supervision of your trainer, coordinate SORTS report with appropriate offices (i.e., 374 AW/MO, PRU). \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- \_\_\_ 4. Under the supervision of your trainer, turn your unit SORTS report into wing SORTS managers. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- \_\_\_ 5. Discuss any questions/concerns with your trainer. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- \_\_\_ 6. Oral examination. Go/No GO \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**TRAINEE IS GO / NO GO FOR MONITOR CERTIFICATION**

TRAINEE: \_\_\_\_\_  
**PRINTED NAME / SIGNATURE / DATE**

TRAINER: \_\_\_\_\_  
**PRINTED NAME / SIGNATURE / DATE**

TRAINING COMPLETION DATE: \_\_\_\_\_  
**MM / DD / YYYY**